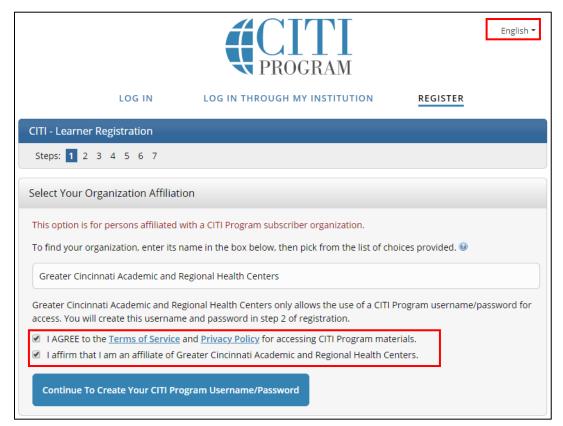
Greater Cincinnati Academic and Regional Health Centers (GCARHC) CITI Registration and Affiliation Guide

The University of Cincinnati (UC), in agreement with other area institutions, uses the common GCARHC CITI training curriculum. Each individual must either create a new CITI account or affiliate an existing CITI account with GCARHC, then answer a questionnaire to assign required courses on the based the nature of your involvement in animal research.

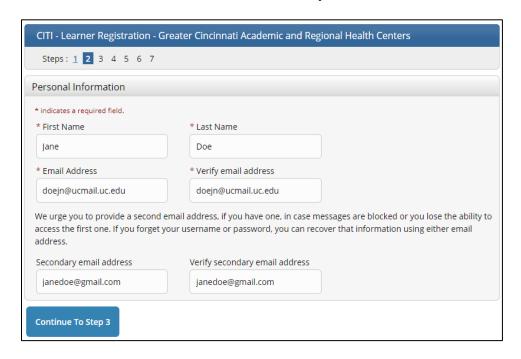
- New CITI users, continue reading for registration and GCARHC questionnaire instructions.
- **Existing CITI users**, skip to <u>Page 6</u> for affiliation and GCARHC questionnaire instructions.

Create a CITI Account (Learner Registration)

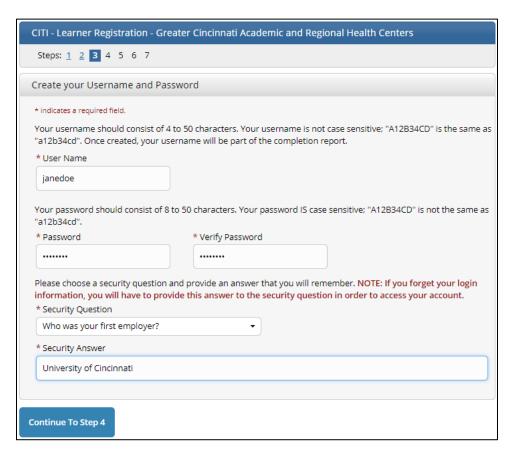
- Navigate to http://www.citiprogram.org in your preferred web browser and click the Register button in the top right corner of the website. If at any time your browser window is not sufficiently wide, you will need to click the 3-line symbol (≡) in the top left corner to expand the website menu.
- 2. You may change your preferred language at any using the drop down menu in the top right corner. *Not all courses are available in all languages.*
- 3. Enter **Greater Cincinnati Academic and Regional Health Centers** as your organization. *Ignore the Independent Learner Registration option.*
- 4. Review the Terms of Service and Privacy Policy, select both checkboxes, and then click the **Continue to Create your CITI Program Username/Password** button.



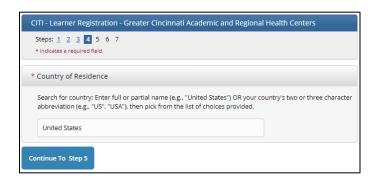
5. Complete all required fields on the **Personal Information** screen. *Use your UC email as primary and a personal email as secondary.* If you do not have a UC email, use a personal email as primary. You can update your profile later, when you receive a UC email account. Click the **Continue to Step 3** button.



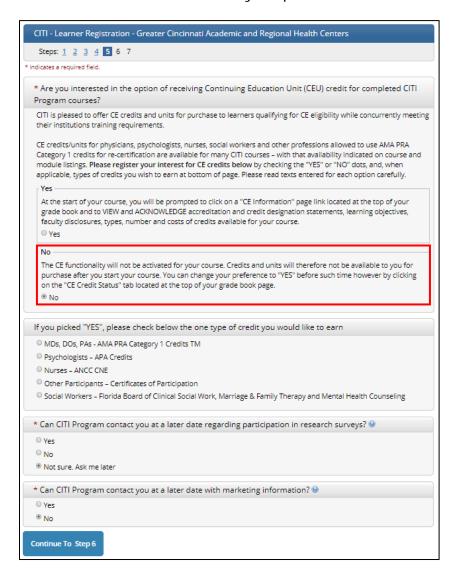
6. Complete all required fields on the **Create Your Username and Password** screen. Click the **Continue to Step 4** button.



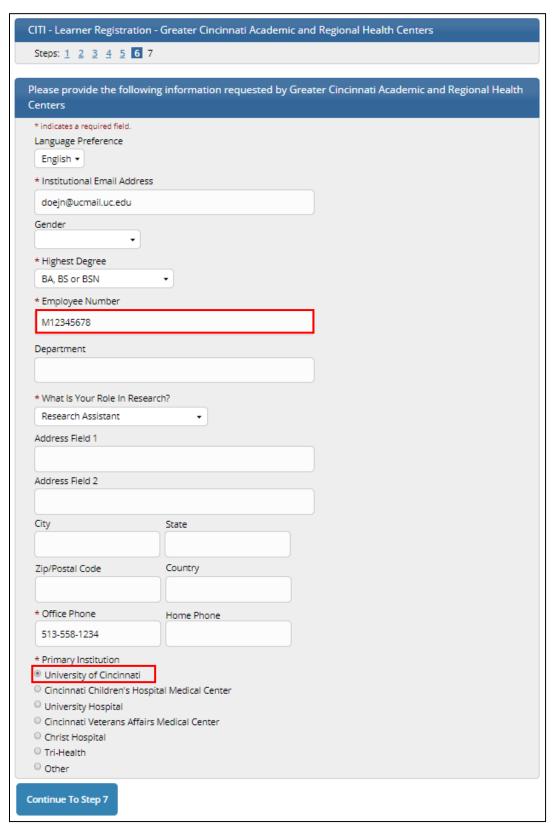
7. Enter **United States** as the country of residence, and then click the **Continue to Step 5** button.



- 8. The Continuing Education Unit (CEU) and Contact Subscription page allows the option of receiving CEU credits for completing CITI Program courses. <u>CITI will charge for these credits; UC is not responsible/liable for payment.</u> Mark **No** unless you are personally willing to pay for the credits.
- 9. CITI allows the option of being contacted for research surveys or marketing information. Answer **Yes** or **No** based on your preference.

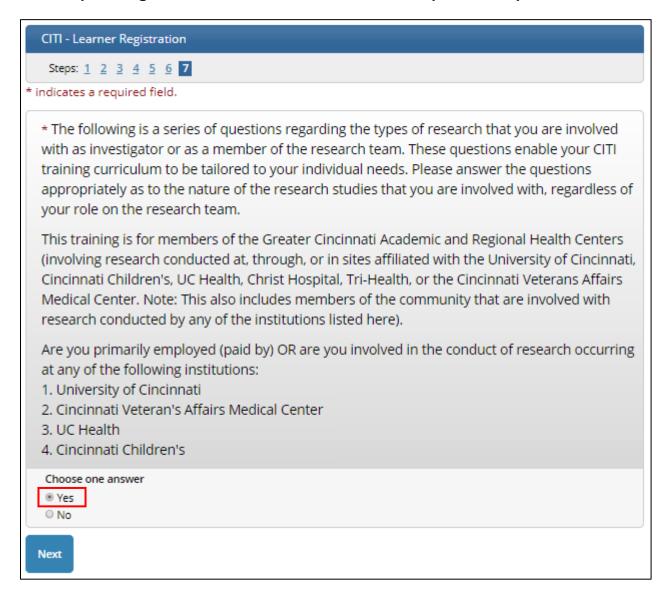


- 10. Complete all required fields on the institutional information page and click the **Continue to Step 7** button to finish registration and begin affiliation.
 - a. **Employee Number:** the 8-digit M# located on the front of your UC ID badge.
 - b. Primary Institution: select University of Cincinnati



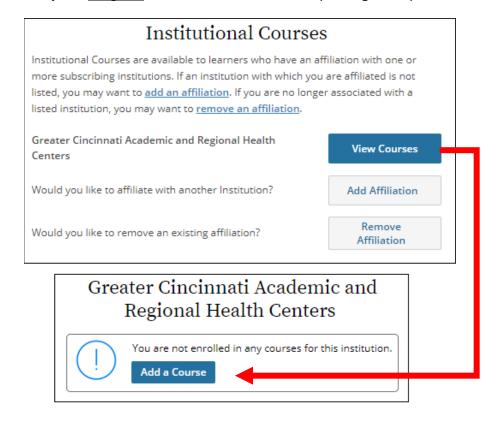
11. The last account registration page asks for confirmation that you are either employed by or researching at one of many local institutions (including UC). Select **Yes**, then press the **Next** button.

Skip to Page 8 for instructions on how to complete the questionnaire.



Affiliating Your CITI Account with GCARHC

- 12. Navigate to http://www.citiprogram.org in your preferred web browser and click the Log In button in the top right corner of the website. If at any time your browser window is not sufficiently wide, you will need to click the 3-line symbol (≡) in the top left corner to expand the website menu.
- 13. You may change your preferred language at any using the drop down menu in the top right corner. *Not all courses are available in all languages.*
- 14.Look for **Greater Cincinnati Academic and Regional Health Centers** listed under **Institutional Courses**. *Ignore the Independent Learner Registration option.*
 - a. If you are <u>already affiliated with GCARHC</u>, it will be displayed. Click the **View Courses** button to see assigned trainings. If your screen says, "You are not enrolled in any courses for this institution", press the **Add a Course** button and **skip to <u>Page 8</u>** for instructions on completing the questionnaire.



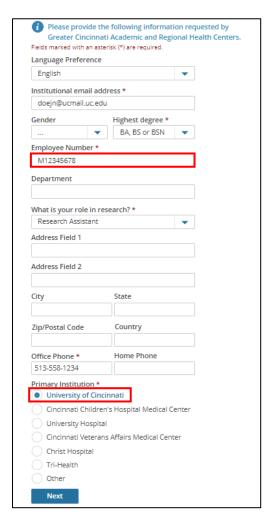
b. If you are <u>not affiliated with GCARHC</u>, click the **Add An Affiliation** button to continue the affiliation process.



15.On the **Affiliate with an Institution** page, enter **Greater Cincinnati Academic** and **Regional Health Centers** as your organization. Review the Terms of Service, select both checkboxes, and then click the **Continue** button.



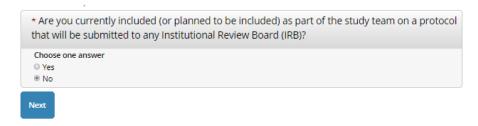
- 16. Complete all required fields on the institutional information page and click the **Next** button to finish affiliation and begin the questionnaire.
 - a. **Employee Number:** the 8-digit M# located on the front of your UC ID badge.
 - b. Primary Institution: select University of Cincinnati



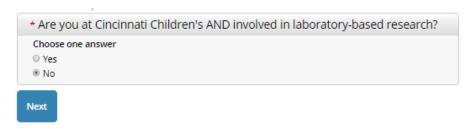
Completing the GCARHC Questionnaire to Add UC Required Courses

CITI will customize your curriculum through a questionnaire regarding the nature of your involvement in animal research. Questions are identical and asked in the same order whether you are new to CITI or an existing CITI user. Your screen visual may differ from the provided images, but the materials and order are the same.

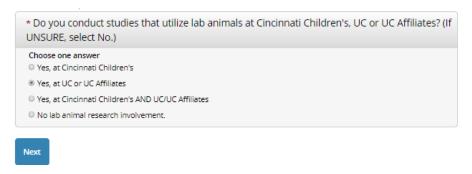
17. The first question asks if you are actively or planning on participating in research with human subjects, overseen by the UC Institutional Review Board (IRB). At this time, UC is not using CITI for IRB training. Select **No** and click **Next**.



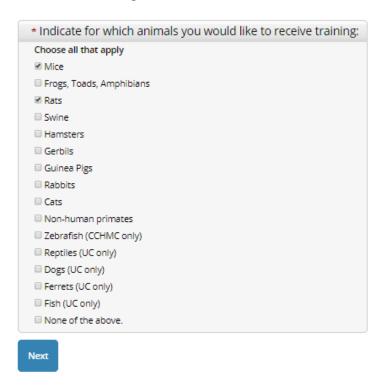
18. The next question asks if you are participating in laboratory-based research at Cincinnati Children's. For training purposes, select **No** and click **Next**.



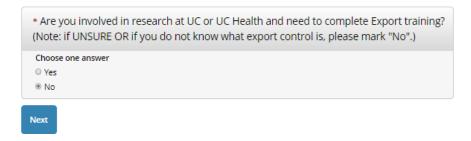
19. The next question asks if you are participating in laboratory animal research. Select the **Yes**, at **UC or UC Affiliates** option and click **Next**.



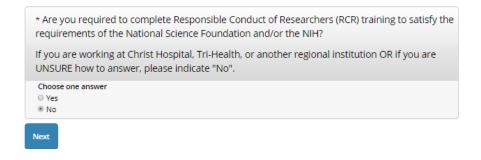
- 20. The next question asks which species you will be working with. Select <u>all species</u> listed on the IACUC protocol(s) under which you will be conducting research. *If you are unsure how to answer, ask your Principal Investigator for guidance.* Click **Next**.
 - a. The **Fish (UC only)** option should be selected by UC researchers working with any type of fish (including zebrafish).



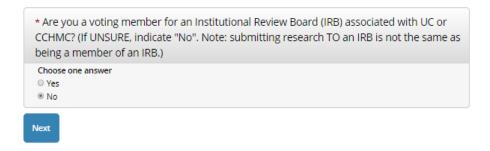
21. The next question asks if you need to complete export training. UC researchers are not required to complete this. Select **No** and click **Next**.



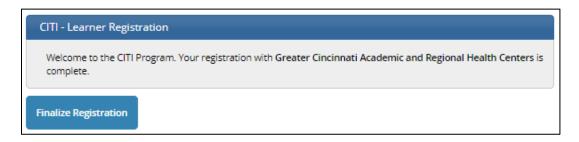
22. The next question asks if you are required to complete training for Responsible Conduct of Researchers (RCR). UC researchers are not required to complete this. Select **No** and click **Next**.



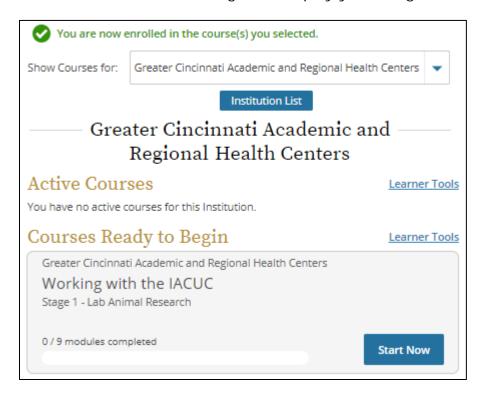
23. The next question asks if you are you a voting member of the Institutional Review Board (IRB). For training purposes, select **No** and click **Next**.



- 24. The questionnaire is now complete, and your required courses are assigned.
 - a. If you are a <u>new CITI user</u>, your screen will display a welcome message. Click the **Finalize Registration** button to finalize and view your course list.



b. If you are an <u>existing CITI user</u>, your screen will update to display an enrollment confirmation message and display your assigned courses.



Each assigned course listed under the Greater Cincinnati Academic and Regional Health Centers institution are categorized into *Active Courses, Courses Ready to Begin,* and *Complete Courses*.

- Active Courses: partially completed courses that you are in the process of finishing.
- Courses Ready to Begin: incomplete, assigned courses that you have not started.
- **Completed Courses**: completed courses (you have passed the course quiz). Review course content and materials at any time by selecting the **Review Course** button.



Understanding Institutional Learner Tools

- Add a Course: This will take you back through the questions about your research involvement to determine whether additional courses must be assigned.
- Remove a Course: This tool will remove a course requirement (e.g. course was added in error or is no longer needed for the type of research you are performing). Any courses you have successfully completed will remain in your course completion history regardless of whether it is on your Main Menu.
- **Viewing Previously Completed Coursework**: Review a comprehensive list of all completed coursework, or review the content of previously completed courses.
- **Update Institution Profile**: Update your user information, including primary email account and password.

Learner Tools for Greater Cincinnati Academic and Regional Health Centers

- Add a Course
- Remove a Course
- · View Previously Completed Coursework
- · Update Institution Profile
- View Instructions Page
- Remove Affiliation

If you need assistance with the UC CITI training process:

- email <u>AnimalTraining@uc.edu</u>
- call LAMS training coordinator 558-6073
- call IACUC Office 558-5106 or 558-5187